# Chapter 4 Documents

## OAMC            Order Amount Accounting Change Table

```
ENTER FUNCTION: ...........  TRANS:  OAMC
                                                        DATE:
ORDER AMOUNT ACCOUNTING CHANGE TABLE                    TIME:
KEY IS ORDER NUMBER, ACCOUNTING LINE NUMBER             TERM:

ORDER NO.........: .......... :
LINE NO..........: ..
PAYING AGENCY....:              :
OAMT STATUS......:    :
STATUS CHG DATE..:              FISCAL YEAR......:
AMOUNT...........:              AMOUNT PROCESSED.:
FROM LINE........:              TO LINE..........:
LABEL #1  .......: ........     LABEL #2  .......: ........
LABEL #3  .......: ........     LABEL #4  .......: ........
LABEL #5  .......: ........     LABEL #6  .......: ........
LABEL #7  .......: ........     LABEL #8  .......: ........
LABEL #9  .......: ...............  LABEL #10 .......: ....................
```

**Purpose**           The purpose of the Order Amount Accounting Change Table is to provide for ability to change the detail accounting distribution codes due to rollover program inconsistencies. Access will be granted to those users with proper security.

**Screen
Characteristics**     Change and Inquire Order Amount Table.

**Procedure
Cross-Reference**     Chapter 2 Order Processing;

                      3.5 Change Order Amount Accounting Table
                      3.6 Inquire Order Amount Accounting Table

## Field Completion

| Field | Size | Description |
|---|---|---|
| Date | 8 | Protected. Maintained by system. Current date. |
| Time | 8 | Protected. Maintained by system. Current time. |
| Term | 8 | Protected. Maintained by system. Terminal ID logged on to transaction. |
| Order Number | 10 | Unprotected. Key. Required for inquiry of a specific record. If left blank, the system will display the first record in the database. |
| Order Title | 2x40 | Protected. Title Lines 1 and 2 of the referenced order number. |
| Line Number | 2 | Unprotected, Key. required for inquiry of a specific line record. If left blank, the system will display the first line record in the database for the specified order. |
| Paying Agency | 6 | Protected. Inferred Paying Agency from the appropriate OACG or OCAC record. |
| Paying Agency Title | 30 | Protected. Inferred Paying Agency Title from the AGCY Table. |
| OAMT Status | 1 | Protected. Inferred processing status of an adjustment to the OAMT record. Maintained by the system. |
| Status Code Title | 30 | Protected. The inferred interpretation of the status code title from BTAB Table RG(Accounting Status code). |
| Status Change Date | 8 | Protected. The date of the last status code change for the accounting line. Date is maintained by the system. |
| Amount | (s)9.2 | Protected. Net encumbered amount of base OACG/OCAC used to create and maintain the OAMT record. |
| Amount Processed | (s)9.2 | Protected. Net amount processed for payment on OPAY and OPLN, exclusive of any adjusted amount, against this accounting line. |
| Fiscal Year | 2 | Protected. Fiscal Year of OACG or OCAC record used to create the OAMT record. |
| From Line | 5 | Protected. From Line number of OACG or OCAC record used to create the OAMT record. |

## Field Completion

| Field | Size | Description |
|---|---|---|
| To Line | 5 | Protected. To Line number of OACG or OCAC record used to create the OAMT record. |
| Actg Dist Field Labels | 10x10 | Protected. Interpreted labels from the BLBL Accounting Labels Table. Key to BLBL record is Department Financial of the Bill-To-Agency of the OACG record. If Key is not found, the labels will default to 'CNTRL' format of BLBL Table. |
| Dist Data Entry Fld 1-8 | 8x8 | Unprotected. Entry may be made only if the field has a label. User will enter data as indicated by the field label. |
| Dist Data Entry Fld 9 | 15 | Unprotected. Entry may be made only if the field has a label. User will enter data as indicated by the field label. |
| Dist Data Entry Fld 10 | 20 | Unprotected. Entry may be made only if the field has a label. User will enter data as indicated by the field label. |

## OCAC        Order Change Order Accounting Distribution Table

```
ENTER FUNCTION: ...........  TRANS:  OCAC
                                                            DATE:
CHANGE ORDER ACCOUNTING DISTRIBUTION TABLE                  TIME:
KEY IS ORDER NO, CHG ORDER NO, ACCOUNT DIST NO AND CHANGE NO   TERM:
ORDER NUMBER........: .......... :
CHG ORDER NUMBER....: ..
ACCOUNT DIST NUMBER.: ..   CHANGE NUMBER..: ..   SUB FOR DIST NUMBER..: ..
PAYING AGENCY.......: ...... :
STATUS CODE.........: .            :                              FY:
STATUS CHANGE DATE..:            DT SENT TO ACTG:          AT.:
ACTION CODE.........: ...        :
AMOUNT.: ............  FROM LINE: .....  TO LINE: .....  GFS BATCH #: ......
CHG ENCUM..:              NET ENCUM..:            AWARDED:
LABEL #1...: ........        LABEL #2...: ........
LABEL #3...: ........        LABEL #4...: ........
LABEL #5...: ........        LABEL #6...: ........
LABEL #7...: ........        REASON CODES
LABEL #8...: ........        1 :        :
LABEL #9...: ..............  2 :        :
LABEL #10..: ................... 3 :        :
                             4 :        :
USERID LAST CHANGE..:        DATE LAST CHANGED..:
```

**Purpose**              The purpose of the Order Change Accounting Distribution Table is to provide the user with the ability to add and maintain accounting distribution records that correspond to certain order changes.  Access to this table is limited to only those users that possess the necessary security access.

**Screen**
**Characteristics**      Add, Change, Delete and Inquire OCAC Table.

**Procedure**
**Cross-Reference**      Chapter 2 Order Change Processing;

3.1  Add Order Change Accounting Distribution Table
3.2  Change Order Change Accounting Distribution Table
3.3  Delete Order Change Accounting Distribution Table
3.4  Inquire Order Change Accounting Distribution Table

## Field Completion

| Field | Size | Description |
|---|---|---|
| Date | 8 | Protected. Maintained by system. Current date. |
| Time | 8 | Protected. Maintained by system. Current time. |
| Term | 8 | Protected. Maintained by system. Terminal ID logged on to transaction. |
| Order Number | 10 | Unprotected. Key. Required. The order number for which the accounting record is to be added or deleted. |
| Order Title | 2x40 | Protected. The title of the order number input as provided from the ORDR Table. |
| Chg Order Number | 2 | Unprotected. Key. Required. The order change number as specified by the user to indicate the order change for which this line of accounting distribution is being processed. |
| Account Dist Number | 2 | Unprotected. Key. Required. A sequential number as specified by the user to indicate a line of accounting distribution if adding a new line. Otherwise, the user will enter the line number of the base record for which a change will be processed. |
| Change Number | 2 | Unprotected. Key. Required. If the line record is a new (base) record, the change number must be 00. If the line record is a change to an existing base record (OACG or OCAC with Change Number = 00), the change number must be greater than 00. Edits will prevent duplicate change numbers from being used for the same accounting line record. |
| Sub For Dist Number | 2 | Unprotected. Required if order change type is 'substitution'. User will identify the base record line number for which this record is a substitution. |
| Paying Agency | 6 | Unprotected. Required. Indicates the agency number to be used as the "paying agency" for encumbrance processing to accounting. If left blank, will default requisitioning agency from the ORDR Table. |
| Paying Agency Title | 35 | Protected. The title of the agency number input as provided from the AGCY Table. |

| Field | Size | Description |
|---|---|---|
| Status Code | 1 | Unprotected. Required. A status code of 0 is used to add a new record. When satisfied with the record it can be changed to '1' for processing to accounting. Other status codes are generally generated by the system as a result of processing. System edits prevent status code '1' on multiple records for the same accounting line for the same requisition simultaneously. |
| Status Code Title | 30 | Protected. An interpretation of the status code from BTAB Table RG (Accounting Status Code). |
| FY | 2 | Protected. Displayed fiscal year of the entered order number. |
| Status Change Date | 8 | Protected. The date the status code was last changed. |
| Dt Sent To Actg | 8 | Protected. Date this record was processed to accounting. |
| At (Accounting Sys) | 5 | Protected. Maintained by the system. Identifies the accounting system (AFS) that the record was last in interface with. |
| Action Code | 1 | Unprotected. Required. Must be a valid code in BTAB Table AC (Action Code). Must be C if change number is 00 AND I or R if change number is greater than 00. |
| Action Code Title | 30 | Protected. An interpretation of the action code from BTAB Table AC. |
| Amount | 9.2 | Unprotected. Change amount must be entered and must be equal to the estimated cumulative amount of change for the order change lines referenced in the From/To Line range. |
| From Line | 5 | Unprotected. Required for line accounting distribution. User will input the beginning order change line number. |
| To Line | 5 | Unprotected. Required for line accounting distribution. User will input the ending order change line number. |
| Chg Encum | (s)9.2 | Protected. Line amount of OCAC encumbrance change displayed on the base record OCAC (Change Number = 00) when a change is processed. |
| Net Encum | (s)9.2 | Protected. Calculated by the system; Original Amount + Change Amount. |
| Awarded | (s)9.2 | Protected. Calculated by the system; amount processed against this funding. |
| Actg Dist Fld Labels | 10x10 | Protected. Interpreted labels from the BLBL Accounting Labels Table. Key to BLBL record is Department Financial of the Bill-To-Agency of the order record. If Key is not found, the labels will default to **CNTRL** format of BLBL Table. |

## Field Completion

| Field | Size | Description |
|---|---|---|
| Dist Data Entry Fld 1-8 | 8x8 | Unprotected. Entry may be made only if the field has a label. User will enter data as indicated by the field label. |
| Dist Data Entry Fld 9 | 15 | Unprotected. Entry may be made only if the field has a label. User will enter data as indicated by the field label. |
| Dist Data Entry Fld 10 | 20 | Unprotected. Entry may be made only if the field has a label. User will enter data as indicated by the field label. |
| GFS Batch # | 6 | Protected. System assigned AFS Batch Number. |
| Reason Codes 1-4 | 4x6 | Protected. Maintained by the system. If interface with accounting results in 'failed accounting process', the reason codes for failure are displayed. |
| Reason Code Title | 4x30 | Protected. Interpreted title of the reason code from BTAB Table RE (Reason Code). |
| Userid Last Change | 8 | Protected. The USERID of the person making the last change to the record. |
| Date Last Changed | 8 | Protected. The date the last change was made. |

## OCA2            Order Change Order Accounting Distribution Table #2

```
ENTER FUNCTION: ........... TRANS:  OCA2
                                                              DATE:
ORDER CHANGE ACCOUNTING DISTRIBUTION TABLE # 2                TIME:
KEY IS ORDER NUMBER, CHG ORDER NUMBER, ACCOUNT DIST NUMBER,   TERM:
     AND CHANGE NUMBER
ORDER...............: .......... :
CHG ORDER NUMBER....:
ACCOUNT DIST NUMBER.: ..            CHANGE NUMBER..: ..

            AGENCY                                  CENTRAL
LABEL #1   :                        LABEL #1   :
LABEL #2   :                        LABEL #2   :
LABEL #3   :                        LABEL #3   :
LABEL #4   :                        LABEL #4   :
LABEL #5   :                        LABEL #5   :
LABEL #6   :                        LABEL #6   :
LABEL #7   :                        LABEL #7   :
LABEL #8   :                        LABEL #8   :
LABEL #9   :                        LABEL #9   :
LABEL #10  :                        LABEL #10  :
LINE AMT:               CHG ENCUM..:              NET ENCUM..:
```

**Purpose**            The purpose of the Order Change Accounting Distribution Table # 2 is to provide an inquiry screen for the user with a detail record of an OCAC record with corresponding cross-walk to Central Accounting codes.  This is an inquiry screen only.

**Screen**
**Characteristics**    Inquire Order Change Accounting Distribution Table

**Procedure**
**Cross-Reference**    Chapter 2 Order Processing,

                       13.1  How To Inquire Order Change Records

## Field Completion

| Field | Size | Description |
|---|---|---|
| Date | 8 | Protected.  Maintained by system.  Current date. |
| Time | 8 | Protected.  Maintained by system.  Current time. |
| Term | 8 | Protected.  Maintained by system.  Terminal ID logged on to transaction. |
| Order | 10 | Unprotected. Key.  If left blank, will display the order number of the first record in the OCAC Table. |
| Order Title 1 | 40 | Protected. Inferred title line 1 of the referenced order number. |
| Chg Order Number | 2 | Unprotected. Key.  If left blank, will display the first change for the accounting line number of the first record in the OCAC Table for the referenced order number. |
| Account Dist Number | 2 | Unprotected. Key.  If left blank, will display the accounting line number of the first record in the OCAC Table for the referenced order number and order change number. |
| Change Number | 2 | Unprotected. Key.  If left blank, will display the first change for the accounting line number of the first record in the OCAC Table for the referenced order number and order change number. |
| Agency (Field Labels) | 10x10 | Protected. Inferred labels from the applicable BLBL Table (Accounting Distribution Label) record keyed by the Department Financial of the Paying Agency's AGCY Table record. |
| Agency (Acct Dist Field Data (Fields 1-8)) | 8x8 | Protected.  Inferred field data from the inquired OCAC Table record. |
| Agency (Acct Dist Field Data (Field 9)) | 15 | Protected.  Inferred field data from the inquired OCAC Table record. |
| Agency (Acct Dist Field Data (Field 10)) | 20 | Protected.  Inferred field data from the inquired OCAC Table record. |
| Central (Field Labels) | 10x10 | Protected.  Inferred labels from the applicable BLBL Table (Accounting Distribution Label) record keyed by the Department Financial of the Paying Agency's AGCY Table record. |

## Field Completion

| Field | Size | Description |
|---|---|---|
| Central (Acct Dist Field Data (Fields 1-8)) | 8x8 | Protected.  Inferred field data from the inquired OCAC Table record's related XWLK Table matching record. |
| Central (Acct Dist Field Data (Field 9)) | 15 | Protected.  Inferred field data from the inquired OCAC Table record's related XWLK Table matching record. |
| Central (Acct Dist Field Data (Field 10)) | 20 | Protected.  Inferred field data from the inquired OCAC Table record's related XWLK Table matching record. |
| Line Amt | 9.2 | Protected.  Inferred line amount of the inquired OCAC Table record.  For changes to the accounting line (Change Number > 00) this is the amount of increase or decrease of the original encumbered amount. |
| Chg Encum | 9.2 | Protected.  Inferred changed line amount of the inquired OCAC Table record.  If applicable, display only of base accounting line (Change Number = 00); Sum of all changes to encumbrance amount for that base accounting distribution record. |
| Net Encum | 9.2 | Protected.  Inferred net line amount (line amount - change encumbrance) of the inquired OCAC Table record.  If applicable, display only of base accounting line (Change Number = 00). |

## OCCM          Order Change Order by Commodity Number Table

```
ENTER FUNCTION: ............ TRANS:  OCCM
                                                         DATE:
ORDER CHANGE ORDERS BY COMMODITY NUMBER TABLE            TIME:
KEY IS COMMODITY NUMBER, ORDER NUMBER, CHANGE NUMBER AND   TERM:
ORDER LINE NUMBER

COMMODITY NUMBER: ... .. ......
DESCRIPTION.....:

ORDER NO      CHG   LINE   QUANTITY      UNIT    UNIT PRICE
..........    ..    .....
..........    ..    .....
..........    ..    .....
..........    ..    .....
..........    ..    .....
..........    ..    .....
..........    ..    .....
..........    ..    .....
..........    ..    .....
..........    ..    .....
..........    ..    .....
..........    ..    .....
```

**Purpose**          The purpose of the Order Change by Commodity Number Table is to provide the user with the capability to inquire order changes for the commodity specified.  Displayed are the line number, quantity, unit of measure, and unit price of the commodity for each order order change line listed.  Access is granted to those users with proper security.

**Screen
Characteristics**     Inquire OCHG Table.

**Procedure
Cross-Reference**     Chapter 2 Order Change Processing,

                      13.1  Inquire Order Change Database Records.

## Field Completion

| Field | Size | Description |
|---|---|---|
| Date | 8 | Protected. Maintained by system. Current date. |
| Time | 8 | Protected. Maintained by system. Current time. |
| Term | 8 | Protected. Maintained by system. Terminal ID logged on to transaction. |
| Commodity Number | 11 | Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the first commodity in the database. |
| Description | 40 | Protected. Inferred first line of description from the OCLN/OCMD/KMOD/CSPC record. |
| Order No | 12x10 | Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the first order number in the database for the specified commodity number. |
| Chg | 12x2 | Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the first order change number in the database for the specified commodity and order number. |
| Line | 12x5 | Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the first line in the database for the specified commodity, order, and order change number. |
| Quantity | 12x6.3 | Protected. Display of the quantity for the specified line record. |
| Unit | 12x5 | Protected. Display of the unit of measure for the specified line record. |
| Unit Price | 12x7.5 | Protected. Display of the unit price for the specified line record. |

**OCHG**              **Order Change Table**

```
ENTER FUNCTION: ........... TRANS:  OCHG
                                                        DATE:
ORDER CHANGE TABLE                                      TIME:
KEY IS ORDER NUMBER AND CHANGE ORDER NUMBER             TERM:
ORDER NUMBER......: ......... :
FILE NUMBER.......:
ORDER STATUS......: ...           :
CHANGE ORDER NUMBER: ..
STATUS CODE.......: ...           :
STATUS CHANGE DATE.:

CHANGE TYPE CODE...: ...           :
WHIM.............: .           DATE PRINTED:         CONT APPROP: .
USER ID LAST CHANGE:           DATE LAST CHANGE:     FAX: .
FUNDS AVAIL DATE...:           CHANGE AMT...:        ENCUM STAT.:
DESCRIPTION.......:            OCAC BUILD...: .
.............................................................................
.............................................................................
.............................................................................
.............................................................................
```

**Purpose**              The purpose of the Order Change Table is to provide the user with the capability to add,
                         change, delete and inquire order change records.  Access to maintain these records is granted
                         only to those users that have security access.

**Screen
Characteristics**        Add, Change, Delete and Inquire OCHG Table.

**Procedure
Cross-Reference**        Chapter 2 Order Change Processing;

                         1.1  Add Order Change Table
                         1.2  Order Change Table
                         1.3  Inquire Order Change Table
                         9.1  Add CNX Order Changes
                         10.1  Add CNL Order Changes
                         11.1  Add SUB Order Changes
                         12.1  How To Print Order Changes

---

## Field Completion

| Field | Size | Description |
|---|---|---|
| Date | 8 | Protected.  Maintained by system.  Current date. |
| Time | 8 | Protected.  Maintained by system.  Current time. |
| Term | 8 | Protected.  Maintained by system.  Terminal ID logged on to transaction. |
| Order Number | 10 | Unprotected.  Key.  Required.  Must be a valid entry in the Order table. |
| Order Title | 2x40 | Protected.  The title of the order as provided from the Order table. |
| Order Status | 3 | Protected.  The status of the order to which the change is being made. |
| Status Code Title | 30 | Protected.  An interpretation of the status code from the BTAB Table SO (Status Code - Order). |
| Change Order Number | 2 | Unprotected.  Key.  Assigned by the user in a sequential manner to assist in tracking. |
| File Number | 8 | Protected.  Displays only if a requisition having a State Purchasing file number is associated with the purchase order. |
| Status Code | 3 | Unprotected.  May be input by the user or will default to 400 on an add. |
| Status Code Title | 30 | Protected.  An interpretation of the status code from BTAB Table SO (Status Code - Order). |
| Status Change Date | 8 | Protected.  Date the status was last changed. |
| Change Type Code | 3 | Unprotected.  A required entry from BTAB Table DC (Document Type - Change).  Change type code must represent the change amount for □DEC□ and □INC□. |
| Change Type Title | 30 | Protected.  An interpretation of the change type code from BTAB Table DC (Document Type - Change). |
| Whim | 1 | Unprotected.  Optional entry.  Used to indicate if this record may require an approval not covered by any prior approval. |
| Date Printed | 8 | Protected.  This entry is derived from the date printed field on the ORDR record. |

## Field Completion

| Field | Size | Description |
|---|---|---|
| Cont Approp | 1 | Unprotected.  Optional.  Used to indicate if the order change is subject to a continuing appropriation.  Allowed entries Y, N, or space.  Default to space. |
| User ID Last Change | 8 | Protected.  The user ID of the person making the last change to this record. |
| Date Last Change | 8 | Protected.  The date this record was changed. |
| Fax | 1 | Unprotected.  Defaults to what was on the original order (ORD4/OFST).  Used to indicate if order change can be faxed to the vendor. |
| Funds Avail Date | 8 | Protected.  The date that this order change number received approval from accounting for whatever action was specified by the change type code. |
| OCAC Build | 1 | Unprotected.  Defaults to □N□.  If changed to □Y□, system will automatically build the Order Change Order Accounting Distribution Record(s) or OCAC(s). |
| Change Amt | 9.2 | Protected.  This field represents the total adjustment to the order as the results of this order change number. |
| Encum Stat | 1 | Protected.  Display of OCHG encumber status from OCHG header record. |
| Description | 4x70 | Unprotected.  Required.  This is five text lines used by the user to create the first five lines of OCTX text for this order change.  At least one line of text must be entered. |

## OCLN         Order Change Line Number

```
ENTER FUNCTION: ............ TRANS:  OCLN
ORDER CHANGE LINE NUMBER TABLE                              DATE:
KEY IS ORDER NUMBER, CHANGE NUMBER, ORDER CHANGE LINE #     TIME:
                                                           TERM:
ORDER NUMBER.......: .......... :
DOCUMENT TYPE......: ........       :
ORDER CHANGE NO....: ..  CHG ORD STATUS:      :
ORDER CHANGE LINE #: .....   NEW LINE (Y OR N): .
CONTRACT NUMBER....: .......... CONTRACT LINE: ..... DAYS: ...  WEEKS: ...
STATUS CODE........: ... :                      STAT CHG DT:
AWARD DATE.........:           USER ID LAST CHG:      DTE LST CHG:
COMMODITY CODE.....: ... .. ......    :
MOVABLE PROP.......: .   INVENTORY ITEM #: ...
ORDER QUANTITY.....: ..........   TAX AMOUNT:              NO COST: .
UNIT OF MEASURE....: .....   :
UNIT PRICE.........: ............   EXTENDED AMT:
BRAND NAME.........:                     MODEL:
CAT ITEM/IND.......: .......... . CAT PRICE: ............ DISC PCT:      %
                                                    CHG QTY:
PERIODIC PAY AMT...: ............ FREQUENCY..: .    CHG AMT:
DELIVERY AGENCY....: ......  :
DELIVERY SUB-AGY...: ......  :
```

**Purpose**           The purpose of the Order Change Line Number table is to provide the user with the capability to add, change, delete and inquire order change lines. Access is granted only to those order change lines for which the user has security access.

**Screen**
**Characteristics**       Add, Change, Delete and Inquire OCLN Table.

**Procedure**
**Cross-Reference**       Chapter 2 Order Change Processing;

                     2.1 Add Order Change Line Number
                     2.2 Order Change Line Number
                     2.3 Inquire Order Change Line Number
                     9.1 Add CNX Order Changes
                     10.1 Add CNL Order Changes
                     11.1 Add SUB Order Changes

## Field Completion

| Field | Size | Description |
|-------|------|-------------|
| Date | 8 | Protected. Maintained by system. Current date. |
| Time | 8 | Protected. Maintained by system. Current time. |
| Term | 8 | Protected. Maintained by system. Terminal ID logged on to transaction. |
| Order Number | 10 | Unprotected. Key. Required. Specifies the order number to which a order change line is to be added or maintained. If left blank the system will return an inquiry screen starting with the first order number in the database. |
| Order Title | 40 | Protected. The title of the order as provided from the Order table. |
| Document Type | 3 | Protected. On an add will be populated by the document type of the order for which the order change is either being added or maintained. |
| Document Type Title | 30 | Protected. An interpretation of the document type from BTAB Table DO (Document Type - Order). |
| Order Change No | 2 | Unprotected. Key. Required. The order change number and the order number must be a valid entry in the OCHG table. |
| Chg Ord Status | 3 | Protected. On an add the order change status must be greater than 400 and less than 466. |
| Change Order Status Title | 30 | Protected. This is an interpretation of the Title status from BTAB Table SO (Status Code - Order). |
| Change Order Line # | 5 | Unprotected. Key. Required. Specifies the order change line number to be added, changed or inquired. |
| New Line(Y or N) | 1 | Unprotected. Required. On an add this field must be a 'Y.' If the new line indicator is N and the order change line number is not a valid entry in the OCHG an error will occur. |
| Contract Number | 10 | Protected. The contract number on the ORDR record. |
| Contract Line | 5 | Unprotected. If known the user will input the contract line of the item on which release is required. Entry combined with Contract Number must be key to a valid |

## Field Completion

| Field | Size | Description |
|---|---|---|
| | | KLIN record. If left blank the system will inquire the Commodity Award table (CAWD) and determine which contract to release against. |
| Days | 3 | Unprotected. Used to indicate the number of days for delivery after receipt of order by the specified vendor. Should be zero if Weeks are greater than zero. Days will default from header on new line and cannot be changed on contract release order. |
| Weeks | 3 | Unprotected. Used to indicate the number of weeks for delivery after receipt of order by the specified vendor. Should be zero if Days are greater than zero. Weeks will default from header on new line and cannot be changed on contract release order. |
| Status Code | 3 | Unprotected. Required. On an add it must be 400. |
| Status Code Title | 30 | Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order). |
| Stat Chg Dt | 8 | Protected. Date the status code was last changed. |
| Award Date | 8 | Protected. The date that the order was awarded. |
| User Id Last Chg | 8 | Protected. User ID used to make the last record change. |
| Dte Lst Chg | 8 | Protected. Date of last change to this order line record. |
| Commodity Code | 11 | Unprotected. Required. Reflects the commodity code for the item ordered. Must be a valid entry in the COMM table. |
| Commodity Description | 40 | Protected. First two lines of the commodity specification text record for this commodity number. |
| Sub Allowed | 1 | Unprotected. Used to indicate if substitution of commodity by the Inventory Center is allowed. (N/A) |
| Movable Prop | 1 | Unprotected. Used to indicate if commodity purchased is Movable Property. Valid entries are Y or N. If left blank, will default based on the movable property indicator from the COMM record and the movable property value from the BINS Table. |
| Inventory Item # | 3 | Protected. Required if document is a stock request or stock replenishment. Indicates the inventory item number of the commodity being purchased from inventory. |

## Field Completion

| Field | Size | Description |
|---|---|---|
| Order Quantity | 6.3 | Unprotected. Required. Reflects the quantity of the order line being changed. |
| Tax Amount | 9.2 | Protected. This is for the tax amount of the item ordered if it falls within that category. |
| No Cost | 1 | Unprotected. Used to indicate if commodity purchased is no cost. |
| Unit of Measure | 5 | Unprotected. Required. Must be a valid entry in the Commodity Unit of Measure table (CUOM). |
| Unit of Measure Title | 30 | Protected. An interpretation of the unit of measure code from BTAB Table UM (Unit of Measure). |
| Unit Price | 7.5 | Unprotected. Used to enter the unit price of the commodity ordered. If the item is on a contract, the unit price will be placed here. |
| Extended Amt | 9.2 | Protected. Calculated by the system as 'Order Quantity' times 'Unit Price'. |
| Brand Name | 20 | Protected. If used it would reflect the brand name of the item for which the order is placed. |
| Model | 20 | Protected. If used it would reflect the model of the item for which the order was placed. |
| Cat Item/Ind | 10/1 | Unprotected. The catalog item is a series of numbers used by the vendor to identify a specific catalog item. The one position indicator (A-Z) will identify a different tier pricing for the catalog item, if applicable. The user may enter the required indicator to select the correct tier pricing if relative to the purchase. If entered, catalog price must also be entered. Indicator may be left blank. |
| Cat Price | 9.4 | Unprotected. If percent off catalog pricing is used this field would reflect the non-adjusted catalog price. May be blank. |
| Disc Pct | 3.2 | Protected. From the contract KONT Header. |
| Chg Qty | 6.3 | Protected. Used by the system to indicate the change quantity as a result of this OCLN. |
| Periodic Pay Amt | 9.2 | Unprotected. Used to indicate the payment amount to be paid each period for the periodic payment process. |

**Field Completion**


| Field | Size | Description |
|-------|------|-------------|
| Frequency | 1 | Unprotected.  Used to indicate the frequency of periodic payments (i.e., M - Monthly, Q - Quarterly, etc.).  Must be a valid entry in BTAB Table FR (Payment Frequency Codes). |
| Chg Amt | 6.3 | Protected.  Used by the system to indicate the change amount as a result of this OCLN. |
| Delivery Agency | 6 | Unprotected.  This is the delivery agency to which the items will be shipped.  If left blank will default to the ORDR delivery agency. |
| Delivery Agency Title | 35 | Protected.  The title of the agency as provided from the Agency table. |
| Delivery Sub-Agy | 6 | Unprotected.  This is the delivery agency address to which the item will be shipped.  If left blank the system will default to the ORDR delivery sub-agency. |
| Delivery Sub-agency Title | 35 | Protected.  The title of the sub-agency as provided from the Agency Address table. |

## OCL2          Order Change Line Number Table #2

```
ENTER FUNCTION: ............ TRANS:  OCL2
ORDER CHANGE LINE NUMBER TABLE #2                            DATE:
KEY IS ORDER NUMBER, CHANGE NUMBER, ORDER CHANGE LINE #     TIME:
                                                           TERM:
ORDER NUMBER.......: .......... :
DOCUMENT TYPE......:            :
ORDER CHANGE NO....: ..  CHG ORD STATUS:      :
ORDER CHANGE LINE #: .....
STATUS CODE........:     :
COMMODITY CODE.....:                    :
INVENTORY ITEM NBR.:
ORDER QUANTITY.....:
UNIT OF MEASURE....:         :
UNIT PRICE.........:                   EXTENDED AMT:
CONTRACT NUMBER....:          CONTRACT LINE:
REASON CODES:
 1:        :
 2:        :
 3:        :
 4:        :
```

**Purpose**            The purpose of the Order Change Line Number Table #2 is to provide the user with the
                       capability to inquire order change line AFS Inventory reject reason codes.  Access is granted
                       only to those order change lines for which the user has security access.

**Screen
Characteristics**      Inquire OCLN Table.

**Procedure
Cross-Reference**      Chapter 2 Order Change Processing;

                       13.1  Inquire Order Change Database Records

## Field Completion

| Field | Size | Description |
|---|---|---|
| Date | 8 | Protected. Maintained by system. Current date. |
| Time | 8 | Protected. Maintained by system. Current time. |
| Term | 8 | Protected. Maintained by system. Terminal ID logged on to transaction. |
| Order Number | 10 | Unprotected. Key. Specifies the order number to which an order change line is to be inquired. If left blank the system will return an inquiry screen starting with the first order number in the database. |
| Order Title | 40 | Protected. The title of the order as provided from the Order table. |
| Document Type | 3 | Protected. The document type of the order for which the order change is either being added or maintained. |
| Document Type Title | 30 | Protected. An interpretation of the document type from BTAB Table DO (Document Type - Order). |
| Order Change No | 2 | Unprotected. Key. Specifies the order change number to be inquired. If left blank on inquiry, system will return with the first change number in the database for the specified order number. |
| Chg Ord Status | 3 | Protected. Inferred order change status. |
| Change Order Status Title | 30 | Protected. This is an interpretation of the Title status from BTAB Table SO (Status Code - Order). |
| Change Order Line # | 5 | Unprotected. Key. Specifies the order change line number to be inquired. If left blank on inquiry, the system will return the first line number for the specified order number and change number. |
| Status Code | 3 | Protected. Inferred order change line number status. |
| Status Code Title | 30 | Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order). |
| Commodity Code | 11 | Protected. Reflects the commodity code for the item ordered. |

## Field Completion

| Field | Size | Description |
|---|---|---|
| Commodity Description | 40 | Protected. First two lines of the commodity specification text record for this commodity number. |
| Inventory Item Nbr | 3 | Protected. Inferred inventory item number if document is a stock request or stock replenishment. Indicates the inventory item number of the commodity being purchased from inventory. |
| Order Quantity | 6.3 | Protected. Reflects the quantity of the order line being changed. |
| Unit of Measure | 5 | Protected. Reflects the unit of measure of the order line being changed. |
| Unit of Measure Title | 30 | Protected. An interpretation of the unit of measure code from BTAB Table UM (Unit of Measure). |
| Unit Price | 7.5 | Protected. Reflects the unit price of the commodity ordered. If the item is on a contract, the unit price will be the contract unit price. |
| Extended Amt | 9.2 | Protected. Calculated by the system as 'Order Quantity' times 'Unit Price'. |
| Contract Number | 10 | Protected. The contract number on the ORDR record. |
| Contract Line | 5 | Protected. Reflects the contract line number of the commodity item ordered. |
| Reason Codes (1-4) | 5 | Protected. Reflects the AFS Inventory reject reason codes. Will be displayed on orders for stock request or stock replenishment that have resulted in an update error in the AFS INVN database. |
| Reason Codes Description (1-4) | 30 | Protected. Inferred interpretation of the reject reason codes from BTAB Table 'RE'. |

## OCL3              Order Change Line Number Table #3

```
ENTER FUNCTION: ............ TRANS:  OCL3
ORDER CHANGE LINE NUMBER TABLE #3                          DATE:
KEY IS ORDER NUMBER CHANGE NUMBER AND LINE NUMBER         TIME:
                                                          TERM:
ORDER NUMBER: ..........
ORDER CHANGE: ..
TITLE.......:


                                         ---------GFS ERROR CODES----------
 LINE          COMMODITY      STATUS    1         2         3         4
 .....
 .....
 .....
 .....
 .....
 .....
 .....
 .....
 .....
 .....
```

**Purpose**            The purpose of the Order Change Line Number Table #3 is to provide the user with the
                       capability to inquire all order change line AFS Inventory reject reason codes.  Access is
                       granted only to those order change lines for which the user has security access.

**Screen
Characteristics**      Inquire OCLN Table.

**Procedure
Cross-Reference**      Chapter 2 Order Change Processing;

                       13.1  Inquire Order Change Database Records

## Field Completion

| Field | Size | Description |
|---|---|---|
| Date | 8 | Protected. Maintained by system. Current date. |
| Time | 8 | Protected. Maintained by system. Current time. |
| Term | 8 | Protected. Maintained by system. Terminal ID logged on to transaction. |
| Order Number | 10 | Unprotected. Key. Specifies the order number to which a order change line is to be inquired. If left blank the system will return an inquiry screen starting with the first order number in the database. |
| Order Change | 2 | Unprotected. Key. Specifies the order change number to be inquired. May be blank on inquiry. If left blank on inquiry, system will return with the first change number in the database for the specified order number. |
| Title | 40 | Protected. The title of the order as provided from the Order table. |
| Line | 5 | Unprotected. Key. Specifies the order change line number to be inquired. May be blank on inquiry. If left blank on inquiry, the system will return the first line number for the specified order number and change number. |
| Commodity | 11 | Protected. Reflects the commodity code for the item ordered. |
| Status | 3 | Protected. Inferred order change line number status. |
| GFS Error Codes (1-4) | 5 | Protected. Reflects the AFS Inventory reject reason codes. Will be displayed on orders for stock request or stock replenishment that have resulted in an update error in the AFS INVN database. |

**OCMD          Order Change Commodity Description Changes Table**

```
ENTER FUNCTION: ........... TRANS:  OCMD
                                                        DATE:
ORDER CHANGE COMMODITY DESCRIPTION CHANGES TABLE          TIME:
KEY IS ORDER NUMBER, CHANGE ORDER NUMBER AND CHANGE LINE # TERM:

ORDER NUMBER.......: .......... :
DOCUMENT TYPE......:               :
CHANGE ORDER NO....: ..   CHG ORD STATUS:     :
CHANGE LINE NUMBER.: .....   STATUS CODE:     NEW LINE:   CONTRACT LN:
TEXT ACTION......: .  LINE NUMBER: .... LINE TOTAL:      BASIC TEXT CHGD:

        TYPE      ---------1---------2---------3---------4
         .        ........................................
         .        ........................................
         .        ........................................
         .        ........................................
         .        ........................................
         .        ........................................
         .        ........................................
         .        ........................................
         .        ........................................
```

**Purpose**    The purpose of the Order Change Commodity Description Changes Table is to allow the user to make changes and inquiries to the commodity description for a given order change. These modifications will be used by the system in place of the original commodity specifications for any further processing of this order change. Access to this screen is granted only to those orders for which the user has security access.

**Screen Characteristics**    Add, Change, Delete/Insert and Inquire OCMD Table.

**Procedure Cross-Reference**    Chapter 2 Order Change Processing;

2.4 Add Order Change Commodity Description Changes Table
2.5 Order Change Commodity Description Changes Table
2.6 Delete/Insert Order Change Commodity Description Changes Table
2.7 Inquire Order Change Commodity Description Changes Table

## Field Completion

| Field | Size | Description |
|---|---|---|
| Date | 8 | Protected.  Maintained by system.  Current date. |
| Time | 8 | Protected.  Maintained by system.  Current time. |
| Term | 8 | Protected.  Maintained by system.  Terminal ID logged on to transaction. |
| Order Number | 10 | Unprotected.  Key.  Required.  Specifies the order number for which commodity specifications will be inquired. |
| Order Title | 40 | Protected.  Title line 1 from ORDR Table. |
| Document Type | 3 | Protected.  Order Document Type from ORDR. |
| Document Type Title | 35 | Protected.  Interpreted title from BTAB Table DO (Document Type Order). |
| Change Order No | 2 | Unprotected.  Key.  Required. OCHG Number. |
| Chg Ord Status | 1 | Protected.  OCHG status code. |
| Change Order Status Title | 30 | Protected.  Interpreted title of OCHG Status Code from BTAB Table. |
| Change Line Number | 5 | Unprotected.  OCLN line number. |
| Status Code | 3 | Protected.  OCLN status. |
| New Line | 1 | Protected.  OCLN new line indicator. |
| Contract Ln | 5 | Protected.  Contract line number if commodity is on contract. |
| Text Action | 1 | Unprotected.  Must be a valid text action code. Valid codes are: |

    T - Top
    B - Bottom
    U - Page up
    D - Page down
    R - Relative
     I - Insert
    X - Delete

## Field Completion

| Field | Size | Description |
|---|---|---|
| Line Number | 4 | Unprotected.  Key.  Used with text action **R** to indicate the relative number of lines to scroll. |
| Line Total | 4 | Protected.  Indicates the total number of lines associated with this text file. |
| Basic Text Chgd | 1 | Protected.  Indicates if OCMD text has been entered for this line text record. |
| Type | 9x1 | Unprotected.  Describes the type of commodity description lines:<br><br>B - Sub-Class description<br>C - Item description<br>D - Extended description<br>E - Packaging and shipping<br>F - Buyer notes. |
| Text Line | 9x40 | Unprotected.  Free form text line at the users discretion.  A '.' in the first position indicates a null line.  Null lines are not allowed at the beginning of text lines or between text lines.  Blank lines are created by changing the '.' to a space. |

## OCM2          THIS SCREEN NO LONGER AVAILABLE

```
ENTER FUNCTION: ............ TRANS:  OCM2
                                                      DATE:
CHANGE ORDER COMMODITY DESCRIPTION CHANGES TABLE #2      TIME:
KEY IS ORDER NUMBER, CHANGE ORDER NUMBER AND CHANGE LINE # TERM:

ORDER NUMBER.......:            :
DOCUMENT TYPE......:            :
CHANGE ORDER NO....:     CHG ORD STATUS:      :
CHANGE LINE NUMBER.:        STATUS CODE:     NEW LINE:    CONTRACT LN:
SCROLL ACTION......:   LINE NUMBER:      LINE TOTAL:


ACT    TYPE       ---------1---------2---------3---------4
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
```

**Purpose**              The purpose of the Order Change Commodity Description Changes Table #2 is to provide
                         the user with the ability to insert or delete lines of text from the Order Change Description
                         Changes Table (OCMD).  Access to this table can only be achieved by leafing from OCMD.
                         When appropriate action has been indicated, the system will automatically return to OCMD
                         upon depressing return/enter key to process the indicated action.

**Screen**
**Characteristics**      Delete/Insert OCMD Table.

**Procedure**
**Cross-Reference**      Chapter 2 Order Change Processing,

                         2.6  Delete/Insert Order Change Commodity Description Changes Table.

## Field Completion

| Field | Size | Description |
|---|---|---|
| Date | 8 | Protected. Maintained by system. Current date. |
| Time | 8 | Protected. Maintained by system. Current time. |
| Term | 8 | Protected. Maintained by system. Terminal ID logged on to transaction. |
| Order Number | 10 | Protected. Key. Specifies the order number for which commodity specifications will be updated. |
| Order Title | 40 | Protected. Title line 1 from ORDR Table. |
| Document Type | 3 | Protected. Order Document Type from ORDR. |
| Document Type Title | 35 | Protected. Interpreted title from BTAB Table DO (Document Type Order). |
| Change Order No. | 2 | Protected. Key. Required. OCHG Number. |
| Chg Ord Status | 1 | Protected. OCHG status code. |
| Change Order Status Title | 30 | Protected. Interpreted title of OCHG Status Code from BTAB Table. |
| Change Line Number | 5 | Protected. OCLN line number. |
| Status Code | 3 | Protected. OCLN status. |
| New Line | 1 | Protected. OCLN new line indicator. |
| Contract Line | 5 | Protected. Contract line number if commodity is on contract. |
| Scroll Action | 1 | Protected. The scroll action code carried forward from the OCMD screen. |
| Line Number | 4 | Protected. Key. Used with scroll action R to indicate the relative number of lines to scroll. |
| Line Total | 4 | Protected. Indicates the total number of lines associated with this text file. |
| Act(tion Code) | 9x2 | Unprotected. I indicates insertion which will occur after the line. D is used to indicate delete. D followed by a number will cause a delete of that many lines. |

**Field Completion**

| Field | Size | Description |
|---|---|---|
| | | The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete. |
| Type | 9x1 | Protected.  Describes the type of commodity description lines: |

    C - Item description
    D - Extended description
    E - Packaging and shipping
    F - Buyer notes.

| Field | Size | Description |
|---|---|---|
| Text Line | 9x40 | Protected.  A display of text carried forward from the OCMD screen.  Any change action will cause the screen to return to OCMD with the appropriate action taken. |

## OCTX           Order Change Text

```
ENTER FUNCTION: ............ TRANS:  OCTX
                                                     DATE:
ORDER CHANGE TEXT TABLE                               TIME:
KEY IS ORDER NUMBER AND ORDER CHANGE NUMBER           TERM:

ORDER NUMBER ......: ..........
CHANGE ORDER NUMBER: ..
CHANGE ORDER STATUS:     :
TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:


        ---------1---------2---------3---------4---------5---------6---------7
        ........................................................................
        ........................................................................
        ........................................................................
        ........................................................................
        ........................................................................
        ........................................................................
        ........................................................................
        ........................................................................
        ........................................................................
```

**Purpose**            The purpose of the Order Change Text screen is to provide the user with the capability to document text that is pertinent to a particular order change.

**Screen Characteristics**            Add, Change, Delete/Insert and Inquire OCTX Table.

**Procedure Cross-Reference**            Chapter 2 Order Change Processing;

                               1.4  Add Order Change Text
                               1.5  Order Change Text
                               1.6  Delete/Insert Order Change Text
                               1.7  Inquire Order Change Text

## Field Completion

| Field | Size | Description |
|-------|------|-------------|
| Date | 8 | Protected.  Maintained by system.  Current date. |
| Time | 8 | Protected.  Maintained by system.  Current time. |
| Term | 8 | Protected.  Maintained by system.  Terminal ID logged on to transaction. |
| Order Number | 10 | Unprotected.  Key.  Required.  Specifies the order number for which text will be generated or viewed. |
| Order Title | 40 | Protected.  Title line 1 from ORDR Table. |
| Change Order Number | 2 | Unprotected.  Key.  Required.  Specifies the order change number for which text will be generated or viewed. |
| Change Order Status | 3 | Protected.  The status code of the order change number. |
| Change Order Status Title | 30 | Protected.  An interpretation of the status code from BTAB Table SO.  (Status Code - Order). |
| Text Action | 1 | Unprotected.  Must be a valid text action code.  Valid codes are:<br><br>T - Top<br>B - Bottom<br>U - Page up<br>D - Page down<br>R - Relative<br>I - Insert<br>X - Delete |
| Line Number | 4 | Unprotected.  Used with text action R to indicate the relative number of lines to scroll. |
| Line Total | 4 | Protected.  Indicates the total number of lines associated with this text file. |
| Text Line | 9x70 | Unprotected.  Free form text line at the users discretion.  A '.' in the first position indicates a null line.  Null lines are not allowed at the beginning of text lines or between text lines.  Blank lines are created by changing the '.' to a space. |

**OCT2** **THIS SCREEN NO LONGER AVAILABLE**

```
ENTER FUNCTION: ............ TRANS:  OCT2
                                                      DATE:
ORDER CHANGE TEXT TABLE #2                            TIME:
KEY IS ORDER NUMBER AND ORDER CHANGE NUMBER          TERM:

ORDER NUMBER ......: ..........
CHANGE ORDER NUMBER: ..
CHANGE ORDER STATUS:    :
SCROLL ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

ACT     ---------1---------2---------3---------4---------5---------6---------7
..
..
..
..
..
..
..
..
..
```

**Purpose**  The purpose of the Order Change Text Table #2 is to provide the user with the ability to insert or delete lines of text from the Order Change Text Table #1 (OCTX).  Access to this table can only be achieved by leafing from OCTX.  When appropriate action has been indicated, the system will automatically return to OCTX upon depressing return/enter key to process the indicated action.

**Screen**
**Characteristics**  Delete/Insert OCTX Table.

**Procedure**
**Cross-Reference**  Chapter 2 Order Change Processing,

1.6  Delete/Insert Order Change Text.

## Field Completion

| Field | Size | Description |
|---|---|---|
| Date | 8 | Protected. Maintained by system. Current date. |
| Time | 8 | Protected. Maintained by system. Current time. |
| Term | 8 | Protected. Maintained by system. Terminal ID logged on to transaction. |
| Order Number | 10 | Protected. Key. Specifies the order number for which text will be changed. |
| Order Title | 40 | Protected. Title line 1 from ORDR Table. |
| Change Order Number | 2 | Protected. Key. Specifies the order change number for which text will be changed. |
| Change Order Status | 3 | Protected. The status code of the order change. |
| Change Order Status Title | 30 | Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order). |
| Scroll Action | 1 | Protected. The scroll action code carried forward from the OCTX screen. |
| Line Number | 4 | Protected. The line number field carried forward from the OCTX screen. |
| Line Total | 4 | Protected. Indicates the total number of lines associated with this text file. |
| Act(ion Code) | 9x2 | Unprotected. I indicates insertion which will occur after the line. D is used to indicate delete. D followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete. |
| Text Line | 9x70 | Protected. A display of text carried forward from the OCTX screen. Any change action will cause the screen to return to OCTX with the appropriate action taken. |

**OPLQ          Order Liquidation Table**

```
ENTER FUNCTION: ............ TRANS:  OPLQ
                                                           DATE:
ORDER LIQUIDATION TABLE                                    TIME:
KEY IS ORDER NUMBER AND CHANGE ORDER NUMBER                TERM:

ORDER NUMBER.......: .......... :

FILE NUMBER........:
ORDER STATUS.......: ...          :
CHANGE ORDER NUMBER: ..
STATUS CODE........: ...          :
STATUS CHANGE DATE.:

CHANGE TYPE CODE...:              :
CONTINUING APPROP..:          DATE PROCESSED..:
USER ID LAST CHANGE:          DATE LAST CHANGE:
FUNDS AVAIL DATE...:          CHANGE AMT...:          ENCUM STAT.:
DESCRIPTION........:
...................................................................
...................................................................
...................................................................
...................................................................
```

**Purpose**            The purpose of the Order Liquidation Table is to provide the user with the capability to add,
                       change and inquire order "liquidation" change records.  Access to maintain these records is
                       granted only to those users that have security access.

**Screen
Characteristics**      Add, Change and Inquire OCHG Table.

**Procedure
Cross-Reference**      Chapter 2 Order Change Processing;

                       9.4  Add Order Liquidation Table
                       9.5  Change Order Liquidation Table
                       9.6  Inquire Order Liquidation Table
                       9.7  Process Order Liquidation Text

## Field Completion

| Field | Size | Description |
|---|---|---|
| Date | 8 | Protected. Maintained by system. Current date. |
| Time | 8 | Protected. Maintained by system. Current time. |
| Term | 8 | Protected. Maintained by system. Terminal ID logged on to transaction. |
| Order Number | 10 | Unprotected. Key. Required. Must be a valid entry in the Order table. |
| Order Title | 2x40 | Protected. The title of the order as provide from the Order table. |
| File Number | 8 | Protected. Displays only if a requisition having a State Purchasing file number is associated with the purchase order. |
| Order Status | 3 | Protected. The status of the order to which the change is being made. |
| Status Code Title | 30 | Protected. An interpretation of the status code from the BTAB Table SO (Status Code - Order). |
| Change Order Number | 2 | Unprotected. Key. Assigned by the user in a sequential manner to assist in tracking. |
| Status Code | 3 | Unprotected. Status of the order liquidation. May be input by the user, or will default to 401 on an add. |
| Status Code Title | 30 | Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order). |
| Status Change Date | 8 | Protected. Date the status was last changed. |
| Change Type Code | 3 | Protected. Will default to 'LIQ' (Order Liquidation). |
| Change Type Title | 30 | Protected. An interpretation of the change type code from BTAB Table DC (Document Type - Change). |
| Continuing Approp | 1 | Protected. Inferred continuing appropriation indicator from the referenced order number. Used to indicate if the order change is subject to a continuing appropriation. |
| Date Processed | 8 | Protected. This entry is derived from the date printed field on the OCHG record. |

## Field Completion

| Field | Size | Description |
|---|---|---|
| User ID Last Change | 8 | Protected. The user ID of the person making the last change to this record. |
| Date Last Change | 8 | Protected. The date this record was changed. |
| Funds Avail Date | 8 | Protected. The date that this order change number received approval from accounting for whatever action was specified by the change type code. |
| Change Amt | 9.2 | Protected. This field represents the total adjustment to the order as the result of this order change number. |
| Encum Stat | 1 | Protected. Display of OCHG encumber status from OCHG header record. |
| Description | 5x70 | Unprotected. Required. This is five text lines used by the user to create the first five lines of OCTX text for this order change. At least one line of text must be entered. |

## OSTC            Order By Status Code And Change Number

```
ENTER FUNCTION: ............ TRANS:  OSTC
                                                        DATE:
ORDER CHANGE ORDER BY STATUS CODE TABLE                 TIME:
KEY IS STATUS CODE, ORDER NUMBER, AND ORDER CHANGE NUMBER    TERM:

STATUS CODE..........: ... :

  ORDER    CHG                TITLE                PUR   BUYER  CHANGE
  NUMBER   NBR                                    AGENCY  CODE   DATE
 ..........  ..
 ..........  ..
 ..........  ..
 ..........  ..
 ..........  ..
 ..........  ..
 ..........  ..
 ..........  ..
 ..........  ..
 ..........  ..
 ..........  ..
 ..........  ..
```

**Purpose**            The purpose of the Order by Status Code and Change Number table is to provide the user
                       with a list of Orders by status code, any changes that are in effect for the order, the change
                       date, the purchasing agency and the buyer code.  Should further detail be required, the user
                       can leaf to the desired OCHG record if he has the correct security access.

**Screen
Characteristics**      Inquire OCHG Table.

**Procedure
Cross-Reference**      Chapter 2 Order Change Processing,

                       13.1  Inquire Order Change Database Records.

## Field Completion

| Field | Size | Description |
|---|---|---|
| Date | 8 | Protected. Maintained by system. Current date. |
| Time | 8 | Protected. Maintained by system. Current time. |
| Term | 8 | Protected. Maintained by system. Terminal ID logged on to transaction. |
| Status Code | 3 | Unprotected. Key. If left blank the system will start with the smallest status code in the database. If input the system will return with the list starting at the status code specified. |
| Status Code Title | 40 | Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order). |
| Order Number | 10 | Unprotected. Key. If left blank the system will start with the first order number for the status code indicated. If input the system will return with the list starting at the order number indicated. |
| Chg Nbr | 2 | Unprotected. Key. If left blank the system will start with the first change number for the order indicated. If input the system will return with the list starting at the change number indicated. |
| Title | 40 | Protected. This is the title for the order indicated and is taken from the order database. |
| Pur Agency | 6 | Protected. This is the purchasing agency as shown on the order specified. |
| Buyer Code | 3 | Protected. This is the buyer code as shown on the order specified. |
| Change Date | 8 | Protected. The effective date of the order change specified. |